

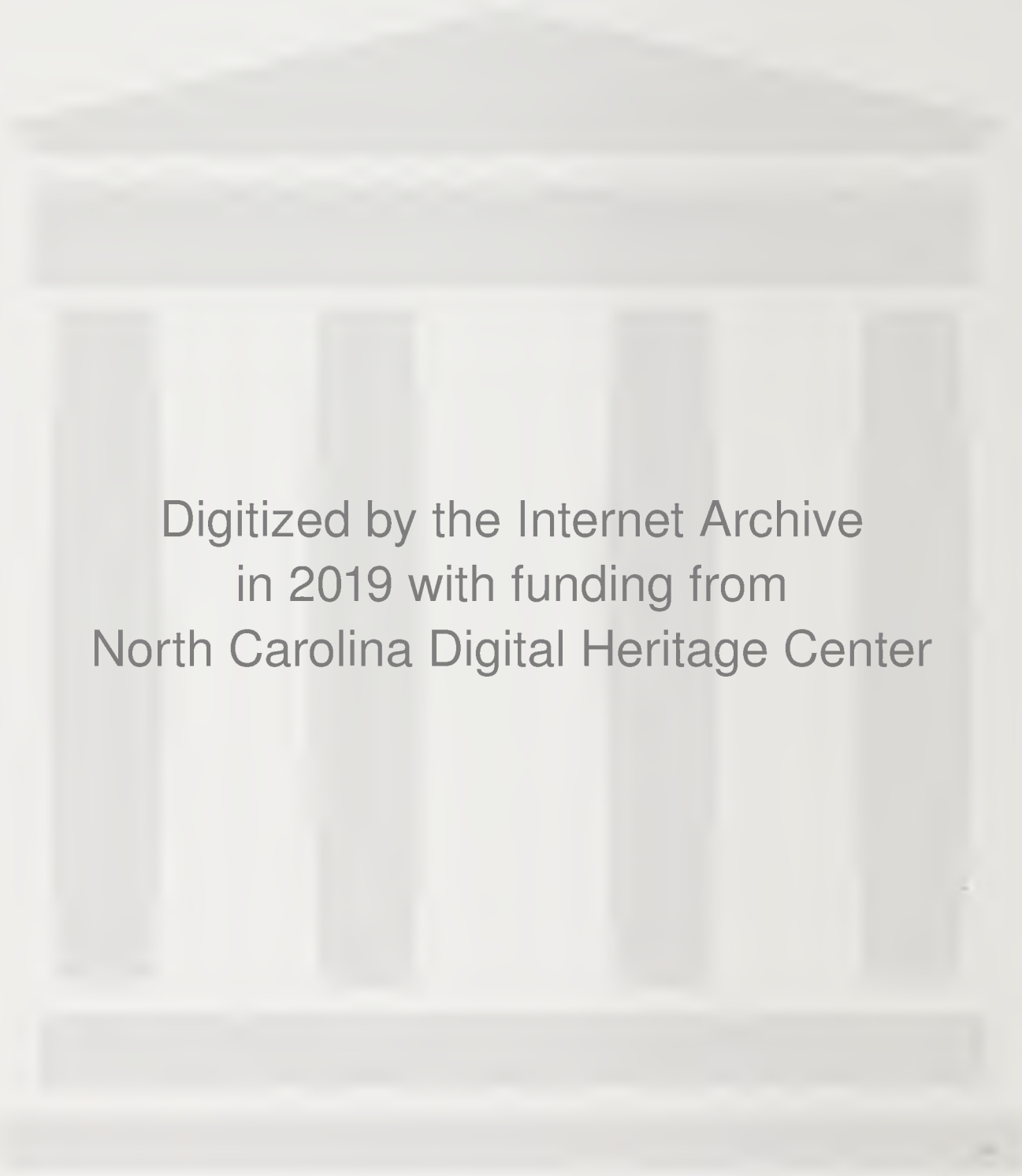


ONSLOW TECHNICAL INSTITUTE

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1968-1969 CATALOG





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Onslow Technical

**INSTITUTE
1968-1969
CATALOGUE**

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CALENDAR OF EVENTS

1968 - 69

FALL QUARTER

September	2	Monday	Labor Day Holiday
	3	Tuesday	Registration
	4	Wednesday	Registration
	5	Thursday	Late Registration
			Student Orientation
	9	Monday	First day of classes
November	25	Monday	Last day of classes
	28, 29	Thurs.-Fri.	Thanksgiving Holidays

WINTER QUARTER

December	2, 3	Mon.-Tues.	Registration
	4	Wednesday	Late Registration
	9	Monday	First day of classes
	20	Friday	Christmas Holidays begin after last class
January	2	Thursday	Classes resume
March	5	Wednesday	Last day of classes

SPRING QUARTER

March	10, 11	Mon.-Tues.	Registration
	12	Wednesday	Late Registration
	13	Thursday	First day of classes
April	4, 7	Fri.-Mon.	Easter Holidays
May	30	Friday	Last day of classes
June	4	Wednesday	Commencement Exercises (Two-year students)

SUMMER QUARTER

June	2, 3	Mon.-Tues.	Registration
	4	Wednesday	Late Registration
	9	Monday	First day of classes
July	4	Friday	Independence Day Holiday
August	25	Monday	Last day of classes
	29	Friday	Commencement Exercises (Four-quarter students)

BOARD OF TRUSTEES

Hugh A. Ragsdale—Chairman	Cecil A. Davis, Jr.
C. Louis Shields—Vice Chairman	William D. Mills
James G. Jones, M.D.	John Huff
John D. Warlick, Jr.	Tommy Jones
Mrs. Wyatt V. Morton	Willis Mease, M.D.
Everitte Barbee	Ray Marshall

ADMINISTRATIVE STAFF

Henderson, James L., Jr.	President
B.S., M.A.—East Carolina University	
Graduate Vocational Certificate—N. C. State University	
Graduate Work—N. C. State University	
McClanahan, Robert W.	Director of Student Personnel
B.S., M.A.—East Carolina University	
Rawls, Preston C.	Director of Vocational-Technical Programs
B.S., M.A.—East Carolina University	
Daughtry, Roger M.	Director of Evening Programs
B.S., M.A.—East Carolina University	
Howard, Roland Jack	Director of Extension Programs
B.S.—Tusculum College	
M.A.—East Carolina University	

SPECIAL STAFF

McKinnon, Luther	Coordinator of Learning Laboratory
B.S.—Campbell College	

FACULTY

Bray, Ward H.	Instructor, Automotive Mechanics
Ford Motor Company	
Dunn, Marion	Welding
Lincoln Institute of Welding	
Gorely, Margaret M.	Teacher-Supervisor, Practical Nurse Education
B.S.N.—Villanova University	
U. S. Navy	

Hudson, M. L. ----- Radio and Television
R.C.A. Institute
National Radio Institute

Hunter, Matthew ----- Masonry
Baltimore Construction Institute
Undergraduate Work—N. C. State University

James, Robert ----- Heating, Air Conditioning and Refrigeration
Veteran's Vocational School
York Institute

Matheson, Evelyn M. ----- Business Education
B.S.—Pfeiffer College
Graduate Work—Appalachian State, University of North Carolina,
East Carolina University

Morgan, Judith Ann ----- Librarian
B.A.—St. Norbert College
M.A.L.S.—University of Wisconsin

Owens, James W. ----- Department Head, Business Education
B.S., M.A.—East Carolina University

Parker, Cyrus F. ----- Heating, Air Conditioning and Refrigeration
Arrow Refrigeration & Training Institute
Undergraduate Work—N. C. State University

Reaves, Nancy H. ----- Practical Nurse Education
B.S.N.—University of North Carolina at Chapel Hill

Richardson, Elizabeth F. ----- Practical Nurse Education
Johnston Memorial Hospital School of Nursing

Royal, Richard L. ----- Business Education
B.S.—Samson University
M.Ed.—University of North Carolina at Chapel Hill

White, Calvin C. ----- English
B.S.—Wake Forest University
M.A.—East Carolina University
Graduate Work—Duke University, Mercer University

SECRETARIAL STAFF

Cavanaugh, Barbara L. ----- Secretary, Receptionist

Hurst, Linda M. ----- Secretary, Receptionist

Jenkins, Mary L. ----- Bookkeeper

Jones, Jeanette ----- Secretary

Riggs, Louise ----- Secretary

General Information

HISTORY

As early as 1957, during Governor Hodges' administration, the State of North Carolina recognized the need for providing additional post-high school vocational opportunities. Then the development of industrial education centers was approved. By 1962, some 20 of these institutions were approved. The same year the first community college act was passed by the North Carolina General Assembly, which provided some state support for building and academic programs of these community colleges.

The need for better planning resulted in the appointment of the Carlisle Commission by Governor Sanford to study the methods for expanding educational offerings at the post-high school level. In 1962, this commission completed its study and recommended establishment of the system which we now refer to as the community college system.

General Statute 115A, enacted by the 1963 General Assembly, provides the legal framework for the establishment, organization, and administration of the community college system. This statute authorized the State Board of Education as the agency to establish and organize a department to provide state-level administration, under the direction of a system of community colleges, technical institutes and industrial education centers, separate from the free public school system of the state.

In the fall of 1963, the Onslow County Board of Education and the Onslow County Superintendent of Schools, Mr. J. Paul Tyndall, sought an industrial education center unit for Onslow County. At that time, the Onslow County Commissioners were asked to purchase approximately 40 acres of property on Highway U. S. 17 for the establishment of such a unit. The property was purchased by the Onslow County Commissioners, and the Onslow County Board of Education established an industrial education center unit which was a unit of the then Lenoir County Technical Institute until July, 1965. In November, 1965, the people of Onslow County voted for a tax referendum to support the industrial education center. In August, 1965, a Board of Trustees was formed by the County Commissioners and Onslow County Board of Education to administer the institution as a separate entity. During the session of the 1965 General Assembly, a bill for the Onslow institution was introduced by Representatives Ragsdale, Mills, and Senator Venters. The bill carried a direct appropriation for the establishment of a separate institution in Onslow County. The North Carolina State Board of Education authorized separate status in July, 1965.

A continuous increase in enrollment was experienced. Therefore, it was felt that the center could better serve the people of Onslow and surrounding counties by progressing to the status of a technical institute which was requested by the Board of Trustees. This request was approved by the State Board of Education on May 4, 1967, and the name of the center was changed to Onslow Technical Institute.

LOCATION

The Onslow Technical Institute is conveniently located at 222 Georgetown Road, just outside the Jacksonville city limits. The campus is comprised

of 100 acres of high, level, well-drained land. Adequate parking space is available on the campus, and motels, restaurants, theaters, and shopping areas are within easy walking and commuting distance.

Extensive renovation and construction plans have been completed in order to provide the modern, functional facilities needed to accomplish the aims and objectives of the Institute and to better serve an ever-increasing enrollment.

OBJECTIVES

The major objectives of the Onslow Technical Institute are as follows:

1. To provide two years of technical education appropriate to the needs of the individual and the community.
2. To provide vocational education for persons desiring to prepare for a trade or upgrade themselves in their present job.
3. To provide an adult program based on community needs and interests with special emphasis on the following areas:
 - a. Basic education courses for grades 1-8.
 - b. High School Diploma and High School Equivalency Certificate Program.
 - c. Cultural and community service programs.
4. To provide a program of guidance and instruction designed to help all students understand themselves better and make wiser choices of both vocations and avocations so that they may become effective and productive members of a democratic society.

DEGREES AND DIPLOMAS OFFERED

The Onslow Technical Institute offers the following degrees upon satisfactory completion of a prescribed program:

1. Associate in Applied Science
 - Legal Secretary
 - Medical Secretary
 - Executive Secretary
 - Business Administration
2. Diploma Programs
 - Automotive Mechanics
 - Heating, Air Conditioning, and Refrigeration
 - Radio and Television Servicing
 - Welding
 - Practical Nurse Education
 - Masonry
 - Auto Body Repair
 - Architectural Drafting

ACCREDITED AND APPROVED BY

North Carolina State Board of Education
North Carolina Department of Community Colleges
Division of Vocational Rehabilitation
Veterans Administration

MEMBERSHIP

American Association of Junior Colleges
American Vocational Association
American Technical Education Association

COUNSELING

The counseling service at Onslow Technical Institute is designed to aid students with their educational and vocational plans and any problems which may arise. These services are available to every student from preadmission through graduation including transfer or job placement.

QUARTER SYSTEM

The school year is divided into four quarters of 55 school days. Credits earned are in quarter hours. See individual course descriptions in this catalogue for number of credits required for graduation in each program.

ENTRANCE REQUIREMENTS

All correspondence concerning admissions should be addressed to the Director of Student Personnel.

ADMISSION OF NEW STUDENTS

The Onslow Technical Institute follows the "Open Door" policy established by the State Board of Education. This policy provides for the admission of any North Carolina citizen who has reached the age of 18, or whose high school class has graduated. This policy is based on the belief that the school has something to offer at all educational levels and that through effective guidance a person can find his or her place in the proper educational program.

While a high school education or its equivalent is desirable for admission to the full-time training programs, some exceptions are made for individuals whose age and maturity make success in a program likely.

See individual course descriptions in this catalogue for specific admission requirements, prerequisites, etc., for each course.

ADMISSION CRITERIA

1. **Previous Education**—Each applicant shall request his or her high school to submit a transcript showing graduation. Those who are high school seniors should have their school submit a transcript showing work through the first semester of the senior year as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school.

Applicants who have the high school equivalency certificate should submit a copy of the certificate, but should also ask their high school to send a transcript of all work done at the school.

Transcript of previous education in high school, colleges, etc., should be submitted to the school. All transcripts must come directly from the school to the Institute and not from the applicants themselves.

2. **Tests**—Certain mental ability and aptitude tests will be administered to some applicants while others will be required to take the General Aptitude

Test Battery which is administered by the Employment Security Commission, New Bridge Street, Jacksonville, North Carolina. These tests measure aptitudes related to the courses of study offered by the school and will serve as an aid in proper placement in the various programs.

Upon receipt of application for admission, applicants will be scheduled for testing on a mutually convenient date.

3. **Personal Interview**—The personal interview is beneficial both to the applicant and to school officials in that it affords an opportunity to “get acquainted.” The applicant has an opportunity to ask questions about the school and its programs while school officials make an effort to evaluate the applicant’s interest in, and capability to pursue the program of study applied for.

ADMISSION OF OUT-OF-STATE STUDENTS

Any student whose legal residence is outside of the State of North Carolina or, in the case of younger students who are boarding or living with relatives in the community, whose parents or guardians live outside of the State, will pay registration and tuition fees two-and-a-half times the in-State rate.

ADMISSION OF TRANSFER STUDENTS

Credits earned at other educational institutions with a grade of “C” or better are accepted in transfer insofar as they apply to a particular course of study. Transcripts of all previous education must be submitted by transfer applicants.

ADMISSION OF FORMER STUDENTS

All former students who left the school in good standing are encouraged to enroll for additional study at the institution.

REGISTRATION

All students are urged to register on the days designated. All late registrants will be charged an additional fee of \$5.00. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance.

HOUSING

Since the Institute does not have dormitory facilities, students wishing to live away from home must arrange their own living accommodations. The Institute does not assume responsibility for approving or supervising student housing; however, suggestions as to off-campus housing may be obtained from the Director of Student Personnel.

LIBRARY

A library is provided for students and faculty, both day and evening divisions, with the materials needed to support and enrich the instructional programs of the school.

GRADING SYSTEM

A letter grade is used to indicate the quality of a student’s work in a course. Grade points are assigned for each letter so that a grade-point average can be calculated. The grading system is as follows:

	Grade	Explanation	Grade Points Per Credit Hour
A	(94-100)	Excellent	4
B	(86-93)	Above Average	3
C	(78-85)	Average	2
D	(70-77)	Passing	1
E	(Below 70)	Failure	0
I		Incomplete	
WP		Withdrew Passing	
WF		Withdrew Failing	

A grade of “I” is assigned when the course work is incomplete. This grade can be removed if the course work is completed before the end of the following quarter.

Report cards are mailed to the student’s home shortly after the close of each quarter.

GRADUATION REQUIREMENTS

Requirements for the degree or diploma will vary according to curriculum. The student should refer to the brochure which applies to his program so that he can ascertain the course requirements for graduation. All students must have a grade point average of 2.0 (C average) to be eligible for graduation.

CLASS ATTENDANCE

Regular and punctual attendance in classes and laboratories is required. No cuts are sanctioned. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student’s work. The following rules govern absences:

1. A student’s hours of absence in any class, for whatever reasons, may not exceed the number of credit hours for which he is enrolled. Example: Three credit hours == maximum three absences. Students who exceed this number of absences may lose credit for the course. All cases are considered individually.
2. Students are required to give notice to their instructor, or to the Director of Student Personnel, in advance of an absence whenever possible. Excused absences are allowed in the following instances:
 - A. Illness or injury to the student.
 - B. Illness or death in the immediate family.
 - C. Emergencies of other types. (Considered individually.)
3. Four consecutive absences will result in the student being dropped from the class and reinstatement must be accomplished through the Director of Student Personnel.

WITHDRAWAL

To withdraw from school or from a course, the student will use the following procedure:

- 1. Secure the written approval of his faculty advisor* and obtain a withdrawal form from the Director of Student Personnel Services.
- 2. Withdrawal from courses is limited to the first two weeks of each quarter except by special permission. Students who drop a course without this permission will be recorded as failing.
- 3. The student will complete the form according to outlined procedure and secure all signatures.
- 4. A student may withdraw during the first three weeks of the quarter without scholastic penalty. This procedure, if allowed, will entitle the student to have his permanent record show the notation "withdrawn." This notation indicates good standing and the privilege of readmission.
- 5. Any student who withdraws after the first three weeks of the quarter will receive a grade of "WP" or "WF." A student who withdraws unofficially from school without following the proper withdrawal procedure will receive the grade of "F."

Permission to withdraw will not be granted during the last three weeks of a quarter except in emergencies.

*Faculty advisors are as follows:

Mrs. Margaret Gorely	Practical Nurse Education
Mr. Ward Bray	Automotive Mechanics
Mr. Cyrus Parker	Heating, Air Conditioning & Refrigeration
Mr. James Owens	Business Education
Mr. M. L. Hudson	Radio-TV Servicing

SUSPENSION AND PROBATION

The Institution has adopted these regulations covering probation, suspension, and exclusion for academic reasons:

Any student whose cumulative grade point average is less than 2.0 at the end of any full term will have his permanent record marked with the following notation, "Cumulative Grade Average Unsatisfactory." The student will then be assigned to an advisor. If the student fails to achieve an overall grade point average of 2.0 at the end of the fourth full term of attendance, he shall be placed on probation. A student on probation who fails to achieve an overall grade point average of 2.0 at the end of full probationary term shall be ineligible for further enrollment. A full term is one in which a student is registered for 12 or more credit hours of work. For part-time students the completion of 12 credit hours of work shall be considered the equivalent of a full term. No student shall be declared ineligible for further enrollment without having had one full term on probation.

A first-term student who fails more than one-half of his courses will be permitted to remain in school as long as he maintains a "C" (2.0) average every succeeding term, but he must achieve a cumulative 2.0 by the end of the fourth term or go on probation. Any other student who received over one-half "F's" will have to maintain a "C" (2.0) average each succeeding term and a 2.0 cumulative grade point average by the end of his fourth term or go on probation.

A student who transfers from another institution is subject to the same regulations as a returning student.

A student on suspension from another institution is not eligible for enrollment at the Onslow Technical Institute during the suspension except as stated under Admission Requirements.

DISMISSAL

Post-high school students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of school, is expected to be dignified and honorable. Students should realize that the responsibility for their success in school work rests largely upon themselves.

The Institution reserves the right to require the withdrawal of any student at any time for any reasons deemed sufficient by the school administration.

EXPENSES

All fees are established by the State Board of Education. Currently, tuition is charged at the following rates for all curriculum courses:

Registration fee (annual)	\$ 2.00
Tuition (per quarter)	
Resident	\$32.00
Non-Resident	\$80.00
Tuition (part-time per credit hour)	
Resident	\$ 2.50
Non-Resident	\$ 6.25

A nominal activity fee may be charged each quarter at the discretion of the administration.

Books and supplies are purchased by the students as they are needed. Books cost on the average approximately \$50.00 per year.

It is strongly recommended that all students purchase accident insurance. A policy is available through the Institution for \$2.50 per year.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the Institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all the student's tuition shall be refunded.

Refund policy subject to change at the discretion of the State Board of Education.

In order to comply with federal regulations veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

AUDITING COURSES

Students who wish to audit courses must register through the Registrar's Office. Auditors receive no credit but are encouraged to attend classes

regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit.

FINANCIAL AID

Students desiring financial assistance should make this known when filing admission application.

LONG TERM LOANS

THE NATIONAL STUDENT LOAN FUND ACT makes provisions for students to borrow up to \$1,000 in any one year. Three per cent interest per year is charged on the unpaid balance beginning one year after the borrower ceases to pursue a course of study at an institution of higher learning. The total loan must be repaid in ten years.

THE NATIONAL VOCATIONAL STUDENT LOAN INSURANCE ACT OF 1965 makes provisions for students to borrow \$1,000 per year. Students may borrow for a total of two years with an aggregate of \$2,000. Three per cent interest per year is charged on the unpaid balance beginning nine months after the borrower ceases to carry a full-time workload at an institution of higher learning. The amount of the monthly payment and length of the repayment period are determined by the total amount borrowed; however, the repayment period may not exceed six years.

NORTH CAROLINA FUNDS FOR VOCATIONAL AND TECHNICAL STUDENTS—The Onslow Technical Institute is participating in the student loan program established by the State Board of Education making financial assistance available to those students enrolled full time in a vocational or technical education program. Three and one-half per cent interest per year is charged on the unpaid balance beginning one year after the borrower ceases to pursue a full-time course of study at the Onslow Technical Institute. The total loan must be repaid in five years.

Funds to support this loan program are limited, but the Institution is hopeful that additional monies will be contributed by other organizations for this worthwhile purpose.

LOANS

Loans are made available annually by the following civic organizations and individuals:

- Onslow County Hospital Auxiliary
- Jacksonville Kiwanis Club
- Mr. S. E. Wainwright
- The Gene Johnson Memorial Loan
- New River Pharmacy
- Onslow County Medical Society
- Independent Garage Owners' Organization

LOAN FUNDS

THE NORTH CAROLINA BANKERS STUDENTS LOAN PLAN was established by the North Carolina Bankers Association in 1962 at the request of Governor Terry Sanford and is administered by the College Foundation, Inc., in Raleigh, North Carolina. Students may borrow up to \$300 per academic year.

THE JAMES E. and MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN was established by Mary Z. Bryan in 1953 as a memorial to her husband and is administered by the College Foundation, Inc., in Raleigh, North Carolina. Students may borrow up to \$500 per academic year.

Students may make application for any of the above loans through the Student Services Office.

DRAFT DEFERMENT

Draft deferment forms are mailed to any student's Selective Service Board upon request after he registers for the first quarter. Vocational and Technical students are deferred under the same regulations as college students. The school is under obligation to notify the board should the student's attendance or quality of work become unsatisfactory.

PLACEMENT SERVICES

Every effort is made by school officials to help students find suitable employment, and to secure employees from graduates of the Institution for interested employers. This is not to imply that the school guarantees employment to any student or employees to any employer. There shall be no charges to industry nor to students for this service.

ADDITIONAL STUDY

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional instructional hours deemed by the Institution to be consistent with the program and appropriate to the student to make up twenty-five hours per week in a technical curriculum or sufficient hours of attendance to make up thirty hours per week in a vocational trade curriculum.

Technical
Education



The Technical Division

Courses offered in the Technical Division are designed to meet the increasing demand in business and industry for high level skills. Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Broadly defined, technical occupations are those which usually require a high degree of specialized knowledge, a broad understanding of operational procedures, and the ability to supervise the work of others.

The Onslow Technical Institute provides training in areas which require training beyond high school but which do not require four years of college preparation. The majority of the technical programs are eighteen months in length and are geared to train a person in specific technical areas. Students spend twenty-five to thirty hours per week in classroom and laboratory work; additional time will be needed for outside assignments.

Credit hours granted in the various technical programs are not transferable to other institutions except as an institution may determine that a particular course and credits are applicable to a curriculum offered by that school.

The Associate in Applied Science Degree is awarded to students who complete a technical program. To be eligible for the degree, a student must maintain satisfactory grades in all laboratory and class subjects. Certificates are given to those who pass less than the whole course of study.

PROGRAMS OF STUDY

The Associate in Applied Science Degree is awarded upon completion of one of the following programs:

- Legal Secretary
- Medical Secretary
- Executive Secretary
- Business Administration

ADMISSION REQUIREMENTS—TECHNICAL PROGRAM

Requirements for admission of a candidate to the regular two-year Associate of Applied Science Degree program include the following qualifications:

1. Must be a high school graduate or have a State approved equivalent education.
2. Must submit the transcripts of high school and post-high school education.
3. Must demonstrate aptitude for business training as determined by standardized tests. These tests will aid in student selection, placement, and guidance. Guidance and counseling is available to the student throughout his education.
4. Must be in acceptable condition of physical and mental health. Medical examination may be required at the discretion of the administration.
5. Must have an interview with a designated representative for discussing enrollment plans and lifetime career goals.

EXPENSES

Expenses are kept to a minimum and consist of a registration fee, a tuition fee, and the cost of textbooks and supplies which will vary in price with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

Registration fee (annual)	\$ 2.00
Tuition (per quarter)	
Resident	\$32.00
Non-Resident	\$80.00
Tuition (part-time per credit hour)	
Resident	\$ 2.50
Non-Resident	\$ 6.25

A nominal activity fee may be charged each quarter at the discretion of the administration.

LEGAL SECRETARY

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

LEGAL SECRETARY
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3*	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (Or Elective)	3	2	4
			18	5	20

SECOND QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (Or Elective)	2	3*	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19

THIRD QUARTER

T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3*	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
T-BUS	183L	Terminology and Vocabulary (Legal)	3	0	3
			16	7	19

FOURTH QUARTER

T-ENG	204	Oral Communication	3	0	3
T-BUS	206L	Dictation and Transcription (Legal)	3	2	4
T-BUS	205	Advanced Typewriting	2	3*	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
T-BUS	207L	Dictation and Transcription (Legal)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	3	0	3
			15	4	17

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	208L	Dictation and Transcription (Legal)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			15	2	16

LEGAL SECRETARY
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	101	Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.					
T-BUS	102	Typewriting	2	3*	3
Introduction to the touch typewriting system with emphasis on correct techniques, master of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.					

*“Manipulative laboratory” involves development of skills and job proficiency.
Credit of one quarter hour for each three hours of laboratory.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-MAT 110 Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.			
T-BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.			
T-BUS 106 Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.			
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
Designed to aid the students in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101.			
T-BUS 103 Typewriting	2	3*	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
T-BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.			
T-BUS 120 Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110.			
T-BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			
THIRD QUARTER			
T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.			
T-BUS 104 Typewriting	2	3*	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.			
T-BUS 108 Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.			
T-BUS 110 Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
techniques, processes, operation and application of the ten-key adding machines, full key-board adding machines, and calculator. Prerequisite: None.			
T-BUS 112 Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practices by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.			
T-BUS 183L Terminology and Vocabulary	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.			
FOURTH QUARTER			
T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			
T-BUS 206L Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108.			
T-BUS 205 Advanced Typewriting	2	3*	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.			
T-BUS 211 Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictation and transcribing machines. Prerequisite: T-BUS 110.			
T-EDP 104 Introduction to Data Processing Systems	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.			
T-BUS 207L Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.			
T-BUS 214 Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.			

SIXTH QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 208L Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.			
T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.			

ELECTIVES

T-PSY 112 Personality Development	3	0	3
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.			
T-BUS 121 Accounting	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.			
T-ECO 102 Economics	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
T-BUS 215L Office Application	6	0	6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
T-ECO 108 Consumer Economics	3	0	3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.			
T-BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			

SOCIAL SCIENCE

T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			
T-SSC 202 Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.			
T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			
T-SSC 205 American Institutions	3	0	3
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national and global problems viewed in the light of our political and economic heritage. Prerequisite: None.			
T-POL 201 United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None.			

MEDICAL SECRETARY

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession, and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

MEDICAL SECRETARY Suggested Curriculum By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (Or Elective)	2	3*	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (Or Elective)	3	2	4
	18	5	20

SECOND QUARTER

T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (Or Elective)	2	3*	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	16	7	19

THIRD QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3*	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
T-BUS	183M	Terminology and Vocabulary (Medical)	3	0	3
			16	7	19

FOURTH QUARTER

T-ENG	204	Oral Communication	3	0	3
T-BUS	206M	Dictation and Transcription (Medical)	3	2	4
T-BUS	205	Advanced Typewriting	2	3*	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	284M	Terminology and Vocabulary (Medical)	3	0	3
			16	9	20

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
T-BUS	207M	Dictation and Transcription (Medical)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	3	0	3
			15	4	17

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	208M	Dictation and Transcription (Medical)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	3	0	3
			12	2	13

MEDICAL SECRETARY
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	101	Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.					
T-BUS	102	Typewriting	2	3*	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.					
T-MAT	110	Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.					
T-BUS	101	Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the					

*“Manipulative laboratory” involves development of skills and job proficiency.
Credit of one quarter hour for each three hours of laboratory.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.			
T-BUS 106 Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.			
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101.			
T-BUS 103 Typewriting	2	3*	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS or the equivalent. Speed requirements, 30 words per minute for five minutes.			
T-BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.			
T-BUS 120 Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110.			
T-BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			
THIRD QUARTER			
T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.			
T-BUS 104 Typewriting	2	3*	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.			
T-BUS 108 Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.			
T-BUS 110 Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.			
T-BUS 112 Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 183M Terminology and Vocabulary	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.			
FOURTH QUARTER			
T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			
T-BUS 206M Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108.			
T-BUS 205 Advanced Typewriting	2	3*	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.			
T-BUS 211 Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines Prerequisite: T-BUS 110.			
T-EDP 104 Introduction to Data Processing Systems	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			
T-BUS 284M Terminology and Vocabulary	3	0	3
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M.			
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.			
T-BUS 207M Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206M.			
T-BUS 214 Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims Prerequisite: None.			
SIXTH QUARTER			
T-BUS 208M Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.			
T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.			

ELECTIVES

T-BUS 121 Accounting	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
T-BUS 215M Office Application	6	0	6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
T-ECO 108 Consumer Economics	3	0	3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.			
T-ECO 102 Economics	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
T-PSY 112 Personality Development	3	0	3
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.			
T-BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			

SOCIAL SCIENCE

T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			
T-SSC 202 Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.			
T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-SSC 205 American Institutions	3	0	3
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.			
Prerequisite: None.			
T-POL 201 United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems.			
Prerequisite: None.			

EXECUTIVE SECRETARY

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3*	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (Or Elective)	3	2	4
			18	5	20

SECOND QUARTER

T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (Or Elective)	2	3*	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19

THIRD QUARTER

T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3*	3

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			<hr/> 13	<hr/> 7	<hr/> 16

FOURTH QUARTER

T-ENG	204	Oral Communication	3	0	3
T-BUS	206E	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3*	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			<hr/> 13	<hr/> 9	<hr/> 17

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
T-BUS	207E	Dictation and Transcription (Executive)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			<hr/> 18	<hr/> 4	<hr/> 20

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	208E	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			<hr/> 15	<hr/> 2	<hr/> 16

EXECUTIVE SECRETARY

Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG 101 Grammar			3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.					
T-BUS 102 Typewriting			2	3*	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.					
T-MAT 110 Business Mathematics			5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.					
T-BUS 101 Introduction to Business			5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.					
T-BUS 106 Shorthand			3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.					

*“Manipulative laboratory” involves development of skills and job proficiency.
Credit of one quarter hour for each three hours of laboratory.

SECOND QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-ENG 102 Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101.			
T-BUS 103 Typewriting	2	3*	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
T-BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.			
T-BUS 120 Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110.			
T-BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			

THIRD QUARTER

T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.			
T-BUS 104 Typewriting	2	3*	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.			
T-BUS 108 Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.			
T-BUS 110 Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.			
T-BUS 112 Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.			

FOURTH QUARTER

T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 206E Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108.			
T-BUS 205 Advanced Typewriting	2	3*	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.			
T-BUS 211 Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.			
T-EDP 104 Introduction to Data Processing Systems	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			

FIFTH QUARTER

T-ENG 206 Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.			
T-BUS 207E Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.			
T-BUS 214 Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.			

SIXTH QUARTER

T-BUS 208E Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.			
T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.			

ELECTIVES
SECRETARIAL—EXECUTIVE

T-PSY 112 Personality Development	3	0	3
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 183E Terminology and Vocabulary	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.			
T-BUS 121 Accounting	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.			
T-ECO 102 Economics	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
T-BUS 215E Office Application	6	0	6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
T-ECO 108 Consumer Economics	3	0	3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.			
T-BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			

SOCIAL SCIENCE

T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			
T-SSC 202 Social Science			
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.			
T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			
T-SSC 205 American Institutions	3	0	3
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.			
T-POL 201 United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None.			

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

- 1. Understanding of the principles of organization and management in business operations.
- 2. Understanding our economy through study and analysis of the role of production and marketing.
- 3. Knowledge in specific elements of accounting, finance, and business law.
- 4. Understanding and skill in effective communication for business.
- 5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3*	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19

SECOND QUARTER

T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18

THIRD QUARTER

T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			<u>16</u>	<u>4</u>	<u>18</u>
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
SIXTH QUARTER					
		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			<u>18</u>	<u>2</u>	<u>19</u>
Total Quarter Hours in Courses					96
Electives (Min.)					12
					<u>108</u>

BUSINESS ADMINISTRATION
Course Descriptions By Quarters

FIRST QUARTER

Course Title		Hours Per Week		Quarter Hours Credit
		Class	Lab.	
T-ENG 101 Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.				
T-BUS 102 Typewriting	2	3*	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.				
T-MAT 110 Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.				

*"Manipulative laboratory" involves development of skills and job proficiency.
 Credit of one quarter hour for each three hours of laboratory.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.			
Prerequisite: None.			
T-ECO 102 Economics	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.			
Prerequisite: None.			
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.			
Prerequisite: T-ENG 101.			
T-BUS 120 Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: T-MAT 110.			
T-ECO 104 Economics	3	0	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
Prerequisite: T-ECO 102.			
T-BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			
T-BUS 123 Business Finance	3	0	3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.			
Prerequisite: None.			
THIRD QUARTER			
T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: T-ENG 102.			
T-BUS 124 Business Finance	3	0	3
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.			
Prerequisite: T-BUS 123.			
T-BUS 110 Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.			
Prerequisite: None.			
T-BUS 121 Accounting	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: T-BUS 120.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			
FOURTH QUARTER			
T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			
T-BUS 232 Sales Development	3	0	3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.			
T-EDP 104 Introduction to Data Processing Systems	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			
T-BUS 239 Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.			
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.			
T-BUS 243 Advertising	3	2	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.			
T-BUS 235 Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements. Prerequisite: None.			
SIXTH QUARTER			
T-BUS 229 Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.			
T-BUS 272 Principles of Supervision	3	0	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.			
Prerequisite: None.			

ELECTIVES

An appropriate list of electives for this curriculum is shown from which the institution may select courses to complete the program of study. The institution has the prerogative to develop new courses for the electives or to modify courses from the suggested list to fulfill the local objectives. It is suggested, however, that technical courses be appropriate to the major area of study; that they not change or alter the major objectives of the program nor create a false impression of proficiency in an area either related or foreign to the major.

Elective courses must be selected from an associate degree course or new courses should be developed at a comparable level. The institution may elect to require certain courses or may let the student select an appropriate course.

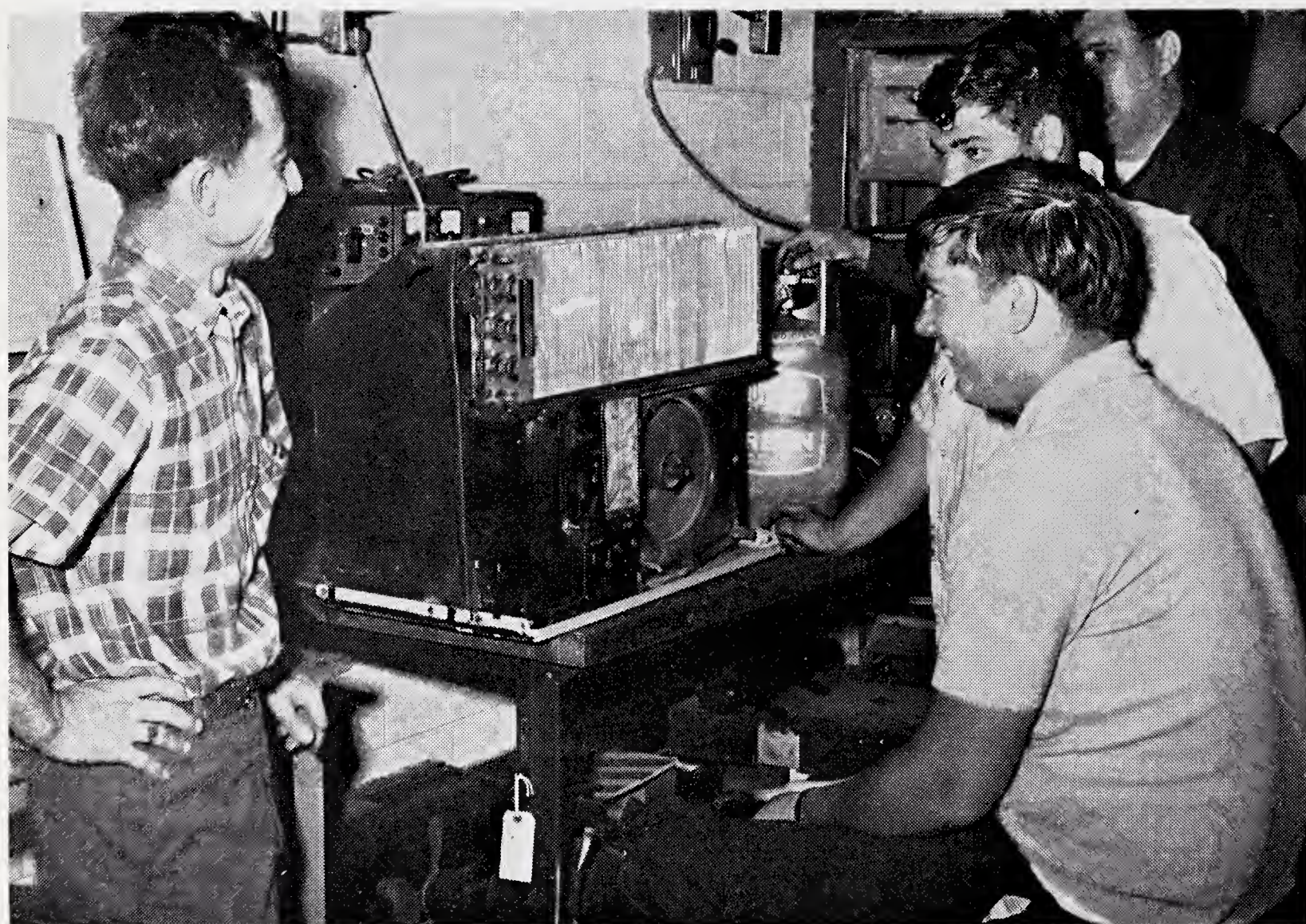
BUSINESS ADMINISTRATION

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 247 Business Insurance	3	0	3
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.			
Prerequisite: None.			
T-BUS 219 Credit Procedures and Problems	3	0	3
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.			
Prerequisite: T-BUS 120.			
T-BUS 255 Interpreting Accounting Records	3	0	3
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.			
Prerequisite: T-BUS 121.			
T-BUS 233 Personnel Management	3	0	3
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.			
Prerequisite: None.			
T-BUS 245 Retailing	3	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.			
Prerequisite: None.			
T-BUS 237 Wholesaling	3	0	3
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.			
Prerequisite: None.			
T-BUS 266 Budget and Record Keeping	3	0	3
The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of the individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.			
Prerequisite: T-BUS 121.			
T-BUS 217 Business Law	3	0	3
A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.			
Prerequisite: T-BUS 116.			

SOCIAL SCIENCE

Course Title	Class	Lab.	Credit
	Hours Per Week		Hours Quarter
T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			
T-SSC 202 Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.			
T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			
T-SSC 205 American Institutions	3	0	3
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.			
T-POL 201 United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None.			

*Vocational
Division*



The Vocational Division

In an ever changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. Onslow Technical Institute offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. Trade courses require one full year of participation for students on a full-time basis. Applicants for the trade division will therefore be urged to enroll for a full-time program.

A diploma is awarded at the completion of a program.

PROGRAMS OF STUDY

Automotive Mechanics
Heating, Air Conditioning, and Refrigeration
Radio and Television Servicing
Welding
Practical Nurse Education
Masonry
Architectural Drafting
Auto Body Repair

ADMISSION REQUIREMENTS

A candidate for admission to the regular trade-vocational training programs must meet the following qualifications:

1. Must be at least 18 years of age and have the ability to enter into or make advancement in the area in which enrolled.
2. Must have satisfactorily completed a minimum of eight (8) units of accredited secondary school work.* Those who have not successfully completed eight (8) units of such work will be required to take other standard and/or local institution tests.
3. Must demonstrate aptitude for trade-vocational training as determined by standard and/or local institution tests to insure ability to meet job requirements in the desired trade.
4. Must have one (1) unit of secondary school algebra or an equivalent in modern mathematics. Those who have deficiencies will be required to remove the deficiency before completing their training. Provisional admittance may be granted at the discretion of the school administration.
5. Must have a personal interview with designated school representative.
6. Must be in good physical and mental health. A medical examination is required of all practical nurse education students.

EXPENSES

Expenses are kept to a minimum and consist of a registration fee, a tuition fee, and the cost of textbooks and supplies. The cost of textbooks and supplies will vary with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

*Applicants for the practical nursing program must be a high school graduate or its equivalent.

Registration fee (annual)	\$ 2.00
Tuition (per quarter)	
Resident	\$32.00
Non-Resident	\$80.00
Tuition (Part-time per credit hour)	
Resident	\$ 2.50
Non-Resident	\$ 6.25

A nominal activity fee may be charged each quarter at the discretion of the administration.



WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Credit Hours
			Class	Lab.	
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19

SECOND QUARTER

WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18

THIRD QUARTER

WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15

FOURTH QUARTER

WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16

WELDING
Course Descriptions By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
WLD 1120 Oxyacetylene Welding and Cutting	3	12	7
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.			
MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
DFT 1104 Blueprint Reading: Mechanical	0	3	1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.			
Prerequisite: None.			
PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.			
Prerequisite: None.			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye co-ordination and word group recognition and to train for comprehension in larger units.			
Prerequisite: None.			
SECOND QUARTER			
WLD 1121 Arc Welding	3	12	7
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.			
Prerequisite: None.			
MAT 1103 Geometry	3	0	3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.			
Prerequisite: None.			
DFT 1117 Blueprint Reading: Welding	0	3	1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.			
Prerequisite: DFT 1104.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of forces, motion, work, energy, and power.			
Prerequisite: PHY 1101.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			
Prerequisite: ENG 1101.			
THIRD QUARTER			
WLD 1124 Pipe Welding	3	12	7
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.			
Prerequisite: WLD 1121.			
WLD 1123 Inert Gas Welding	1	3	2
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.			
Prerequisites: WLD 1120, WLD 1121.			
WLD 1112 Mechanical Testing and Inspection	1	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be			

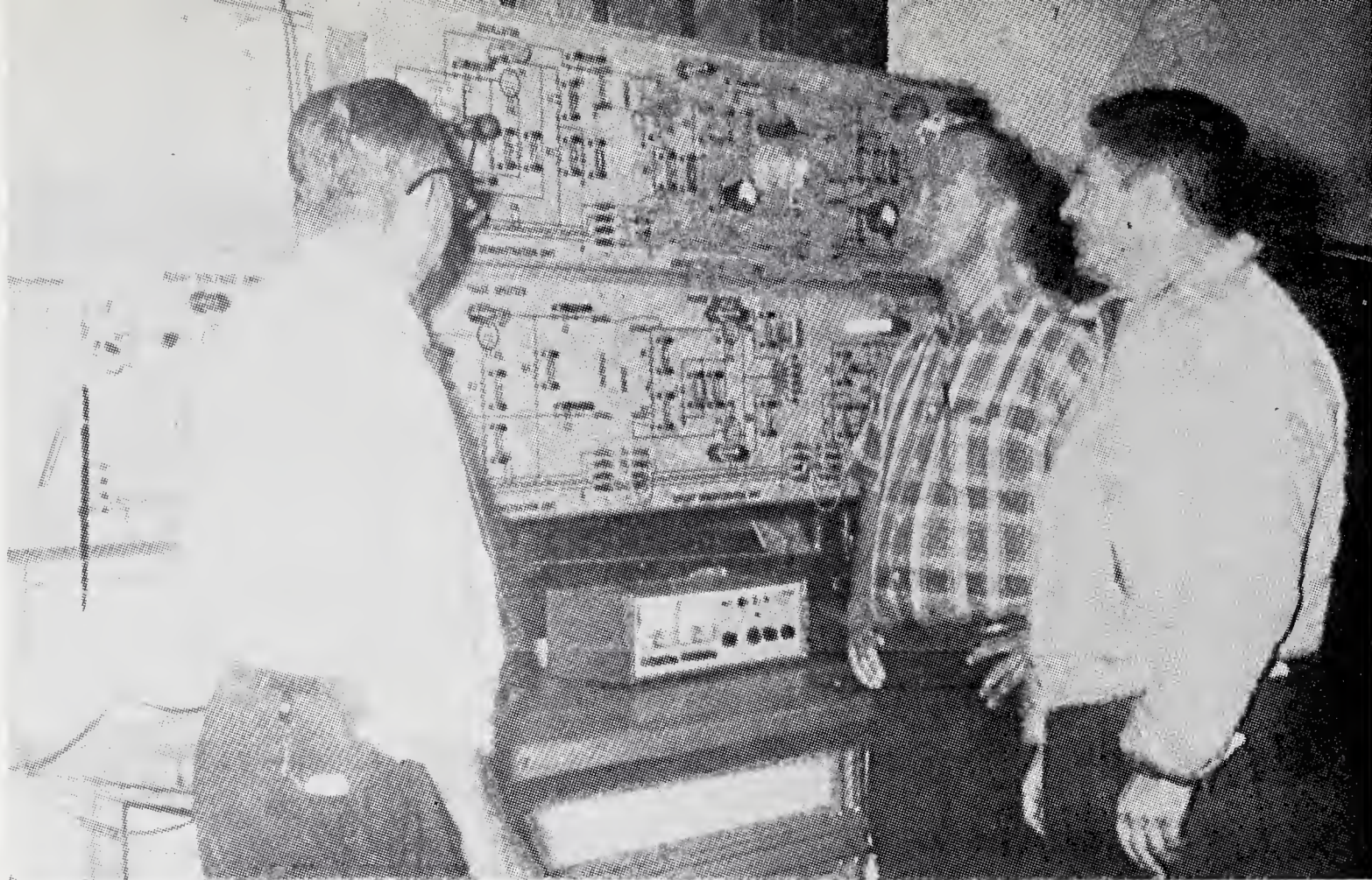
Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.			
DFT 1118 Pattern Development and Sketching	0	3	1
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: None.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
FOURTH QUARTER			
WLD 1122 Commercial and Industrial Practices	3	9	6
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.			
WLD 1125 Certification Practices	3	6	5
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.			
MEC 1112 Machine Shop Processes	0	6	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.			
BUS 1105 Industrial Organizations	3	0	3
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None.			

RADIO AND TELEVISION SERVICING

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, inter-



communication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

RADIO AND TELEVISION SERVICING
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELC	1112	Direct & Alternating Current	5	15	10
			<hr/> 12	<hr/> 15	<hr/> 17

SECOND QUARTER

MAT	1116	Electrical Mathematics	5	0	5
ENG	1102	Communication Skills	3	0	3
ELN	1122	Vacuum Tubes & Circuits	5	9	8
ELN	1123	Amplifier Systems	2	6	4
			<hr/> 15	<hr/> 15	<hr/> 20

THIRD QUARTER

ELN	1125	Radio Receiver Servicing	2	6	4
ELN	1126	Transistor Theory & Circuits	4	15	9
PSY	1101	Human Relations	3	0	3
			<hr/> 9	<hr/> 21	<hr/> 16

FOURTH QUARTER OR OPTION

ELN	1127	Television Receiver Circuits and Servicing	10	15	15
BUS	1103	Small Business Operations	3	0	3
			<hr/> 13	<hr/> 15	<hr/> 18

FOURTH QUARTER OPTION

ELN	1128	Television Receiver Circuits and Servicing	5	12	9
		Elective (1)	3	6	6
BUS	1103	Small Business Operations	3	0	3
			<hr/> 11	<hr/> 18	<hr/> 18

RADIO AND TELEVISION SERVICING
Course Descriptions By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1115 Electrical Mathematics	5	0	5
An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities. Prerequisite: None.			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye co-ordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
ELC 1112 Direct and Alternating Current	5	15	10
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: None.			

SECOND QUARTER

MAT 1116 Electrical Mathematics	5	0	5
A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchhoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			
ELN 1122 Vacuum Tubes and Circuits	5	9	8
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisites: ELC 1112, MAT 1115.			
ELN 1123 Amplifier Systems	2	6	4
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Prerequisites: MAT 1115, ELC 1112.			

THIRD QUARTER

ELN 1125 Radio Receiver Servicing	2	6	4
Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122.			
ELN 1126 Transistor Theory and Circuits	4	15	9
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			

FOURTH QUARTER OR OPTION

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
ELN 1127 Television Receiver Circuits and Servicing	10	15	15
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits.			
Prerequisites: ELN 1126, ELN 1125.			

BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None.			

FOURTH QUARTER OPTION

ELN 1128 Television Receiver Circuits and Servicing	5	12	9
This course, taught in conjunction with an elective, will be a shortened version of ELN 1127.			
Prerequisites: ELN 1126, ELN 1125.			

ELECTIVES

ELN 1129 Single Side-band Systems	3	6	6
An introductory course of single side-band transmission system with carrier frequency or without and the associated balanced modulator of phasing system used to produce this type of transmission. Time will be allotted also to the necessary circuitry in the receiver to receive this type transmission.			
Prerequisites: ELN 1126, ELN 1125.			
ELN 1130 Two-way Mobile Maintenance	3	6	6
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination.			
Prerequisites: ELN 1126, ELN 1125.			

HEATING, AIR CONDITIONING AND REFRIGERATION

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have “all year” comfort systems. Many homes now have air conditioning and the trend is toward greater use of “all year” systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in growing fields of truck and trailer refrigeration.



The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
AHR	1121	Principles of Refrigeration	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
			13	17	19

SECOND QUARTER

AHR	1122	Domestic and Commercial Refrigeration	3	9	6
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
ELC	1102	Applied Electricity	2	3	3
DFT	1116	Blueprint Reading: Air Conditioning	1	3	2
			14	15	19

THIRD QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
AHR	1123	Principles of Air Conditioning	3	12	7
AHR	1128	Automatic Controls	3	6	5
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			9	21	16

FOURTH QUARTER

AHR	1124	Air Conditioning and Refrigeration Servicing ..	3	6	5
AHR	1126	All Year Comfort Systems	3	6	5
MEC	1120	Duct Construction and Maintenance	3	6	5
BUS	1103	Small Business Operations	3	0	3
			12	18	18

AIR CONDITIONING AND REFRIGERATION
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	

AHR 1121 Principles of Refrigeration 3 12 7
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration: characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.
Prerequisite: None.

MAT 1101 Fundamentals of Mathematics 5 0 5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None.

ENG 1101 Reading Improvement 2 0 2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye co-ordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None.

PHY 1101 Applied Science 3 2 4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.
Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical 0 3 1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint lines, views, dimensioning procedures and notes.
Prerequisite: None.

SECOND QUARTER

AHR 1122 Domestic and Commercial Refrigeration 3 9 6
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.
Prerequisite: AHR 1121.

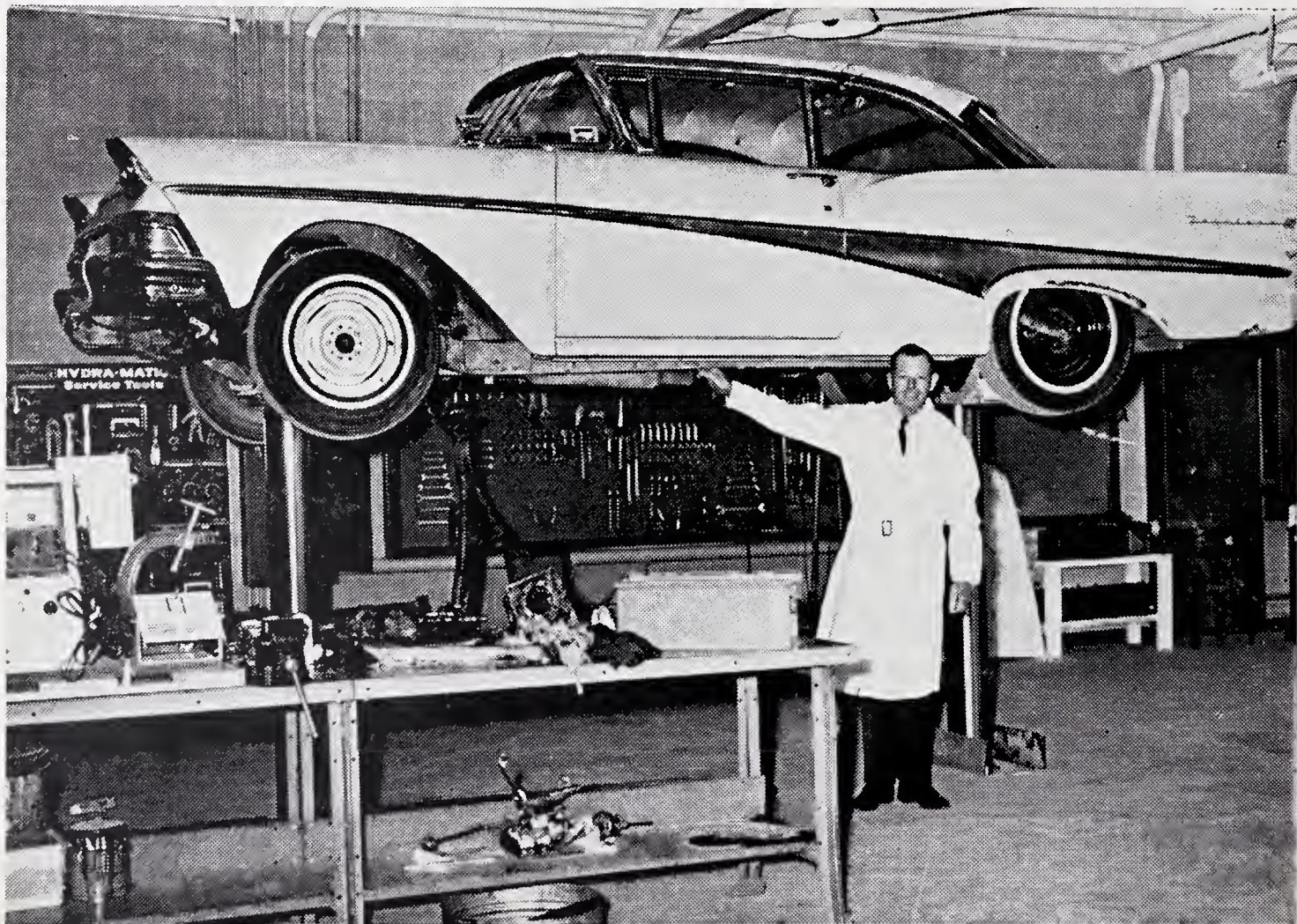
Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1102 Algebra	5	0	5
Basic concepts and operations of algebra: historical background of our base-10 number system: algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variations; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing exponents, logarithms, tables and interpolation.			
Prerequisite: None.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			
Prerequisite: ENG 1101.			
ELC 1102 Applied Electricity	2	3	3
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.			
Prerequisite: PHY 1101.			
DFT 1116 Blueprint Reading: Air Conditioning	1	3	2
A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.			
Prerequisite: DFT 1122.			
THIRD QUARTER			
AHR 1123 Principles of Air Conditioning	3	12	7
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.			
Prerequisite: AHR 1122.			
AHR 1128 Automatic Controls	3	6	5
Types of automatic controls and their functions in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.			
Prerequisites: ELC 1102, AHR 1122.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			
WLD 1101 Basic Gas Welding	0	3	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.			
Prerequisite: None.			
FOURTH QUARTER			
AHR 1124 Air Conditioning and Refrigeration Servicing	3	6	5
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
Prerequisite: AHR 1123.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
AHR 1126 All Year Comfort Systems	3	6	5
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study. Prerequisites: AHR 1123, AHR 1128.			
MEC 1120 Duct Construction and Maintenance	3	6	5
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. Prerequisites: DFT 1116, AHR 1123. Corequisite: AHR 1126.			
BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.			

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.



Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automotive mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18

SECOND QUARTER

PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics ..	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17

THIRD QUARTER

AUT	1123	Automotive Chassis and Suspension Systems ..	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17

FOURTH QUARTER

AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15

AUTOMOTIVE MECHANICS
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
PME	1101	Internal Combustion Engine	3	12	7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing					

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.			
MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.			
SECOND QUARTER			
PME 1102 Engine Electrical and Fuel Systems	5	12	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			
DFT 1101 Schematics & Diagrams: Power Mechanics	0	3	1
Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.			
THIRD QUARTER			
AUT 1123 Automotive Chassis and Suspension Systems	3	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment. Prerequisite: PME 1102.			
AUT 1121 Braking Systems	3	3	4
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			
AHR 1101 Automotive Air Conditioning	2	3	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation,			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.			

WLD 1101 Basic Gas Welding	0	3	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.			

FOURTH QUARTER

AUT 1124 Automotive Power Train Systems	3	9	6
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.			

AUT 1125 Automotive Servicing	3	9	6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisites: AUT 1123, AUT 1121, AHR 1101.			

BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.			

MASONRY

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase the demand for bricklayers, cement masons, and stonemasons will also increase.

This curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must have a knowledge of basic mathematics, blueprint



reading and masonry technology. He must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial proportion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

Most masons are employed by contractors in the building construction fields to lay brick, and blocks made of tile, concrete, glass, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector and eventually a contractor.

MASONRY
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
MAS	1101	Bricklaying	5	15	10
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1110	Blueprint Reading: Building Trades	0	3	1
			10	18	16

SECOND QUARTER

MAS	1102	Bricklaying	5	15	10
MAT	1112	Building Trades Mathematics	3	0	3
DFT	1111	Blueprint Reading & Sketching	0	3	1
			8	18	14

THIRD QUARTER

MAS	1103	Masonry Estimating	3	3	4
MAT	1113	Blueprint Reading & Sketching	0	3	1
DFT	1112	General Masonry	5	15	10
			8	21	15

MASONRY
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
MAS	1101	Bricklaying	5	15	10
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: None.					
MAT	1101	Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.					

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
DFT 1110 Blueprint Reading: Building Trades	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.			
SECOND QUARTER			
MAS 1102 Bricklaying	5	15	10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed. Prerequisite: MAS 1102.			
MAT 1112 Building Trades Mathematics	3	0	3
Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials. Prerequisite: MAT 1101.			
DFT 1111 Blueprint Reading & Sketching	0	3	1
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches. Prerequisite: DFT 1110.			
THIRD QUARTER			
MAS 1103 General Masonry	5	15	10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques. Prerequisite: MAS 1102.			
MAS 1113 Masonry Estimating	3	3	4
This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures. Prerequisite: MAS 1103.			
DFT 1112 Blueprint Reading & Sketching	0	3	1
Designed to develop abilities in reading complex drawing in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work. Prerequisite: DFT 1111.			

PRACTICAL NURSE EDUCATION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local systems, community colleges, technical institutes and in industrial education centers throughout the state.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing



practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.





Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

The practical nursing curriculum is designed as a core curriculum (fused course content) with the focus on nursing elements; concepts and facts from other subject areas are presented as they relate to specific units of nursing. The purpose of this design is to facilitate student application of learnings to nursing practice, i.e. to promote transfer of learning from related subjects to nursing theory and from classroom study to clinical application. Quarter hours of credit have not been assigned, in that this design does not lend itself to such an hourly and credit breakdown. Instead the minimum contact hours needed for adequate coverage of course material is indicated for class and laboratory (including clinical) experiences; these weekly contact hours are approximate and are averages, as there is necessarily some variation from week to week, especially during the first quarter. It is the prerogative of the local institution, however, to allocate credit hours if this is desired for administrative purposes.

Organizing elements for the core curriculum includes communications and human relations, as well as certain elements from nursing practice such as ethics, legal aspects, standards of practice and role perception. If subjects such as English or Human Relations are to be required as separate courses, care must be taken to avoid deletion of nursing content. The allotted times provide for learning experiences with multiple objectives, to include communications and human relations skills as well as nursing skills. The addition of other courses, though justifiable in terms of educational standards for one-year programs, create the hazards of excessively heavy student load or omission of important nursing content.

Each Practical Nurse Education Program must necessarily make certain adaptations in the curriculum design, because of differences in institutional policies and because of the wide diversity in facilities utilized for the clinical phase of the programs. If administrative personnel of the practical nursing faculty prefer a subject-oriented curriculum, such an organizational plan can readily be prepared from teacher-made outlines or from the core cur-

riculum course materials. In making adaptations, administrators and faculty members are cautioned to keep in mind that the core design incorporates sound educational principles: units are based on specific nursing content and relevant basic information from other subject areas, so that relationships are readily understood by the student; sequences are planned for definite progression from simple or familiar concept to more complex and unfamiliar ones; and units progress from normal, to moderate deviations from normal, to serious deviations. The seven units of the first quarter are relatively fixed, with each building on preceding units to a great extent. Beginning in the second quarter, unit sequence is flexible and should be carefully planned by each teacher to adapt the instructional plan to the local situation. This planning, however, should result in a progression of units that will be conducive to effective learning.

PRACTICAL NURSE EDUCATION
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Contact Hours per Qtr.
	Class*	Lab.*	
NUR 1001 Practical Nursing I	28	2	330

SECOND QUARTER

NUR 1002 Practical Nursing II	12	24	396
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THIRD QUARTER

NUR 1003 Practical Nursing III	12	24	396
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FOURTH QUARTER

NUR 1004 Practical Nursing IV	12	24	396
Total			1518

PRACTICAL NURSE EDUCATION
Course Descriptions By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Contact Hours per Qtr.
	Class	Lab.	
NUR 1001 Practical Nursing I	28	2	330

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care. OBJECTIVES: To assist beginning students in practical nursing to acquire basic knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL:

- Nursing—History
 - Introduction to Patient Care
- Health—Personal, Physical and Mental
 - Family
 - Community

*Figures given are averages as there will be some variation from week to week.

Basic Science—Body Structure and Function
Bacteriology
Basic Nutrition

Vocational Adjustments—Introduction to Ethics
Legal Aspects to Nursing

Communications and Human Relations

Prerequisite: Admission requirements.

SECOND QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
NUR 1002 Practical Nursing II	12	24	396

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to the clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL:

- Medical Surgical Nursing—Patient Care
Therapeutic Methods, including administration of oral medications
- Introduction to Maternity Nursing
- Introduction to Nursing the Sick Child
- Communications and Human Relations

Prerequisite: NUR 1001.

THIRD QUARTER

NUR 1003 Practical Nursing III	12	24	396
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Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL:

- Common Medical-Surgical Conditions
- Care of the Subacutely Ill Child
- Care of Maternity Patients and Newborn Infants with Complications

Prerequisite: NUR 1002.

FOURTH QUARTER

NUR 1004 Practical Nursing IV	12	24	396
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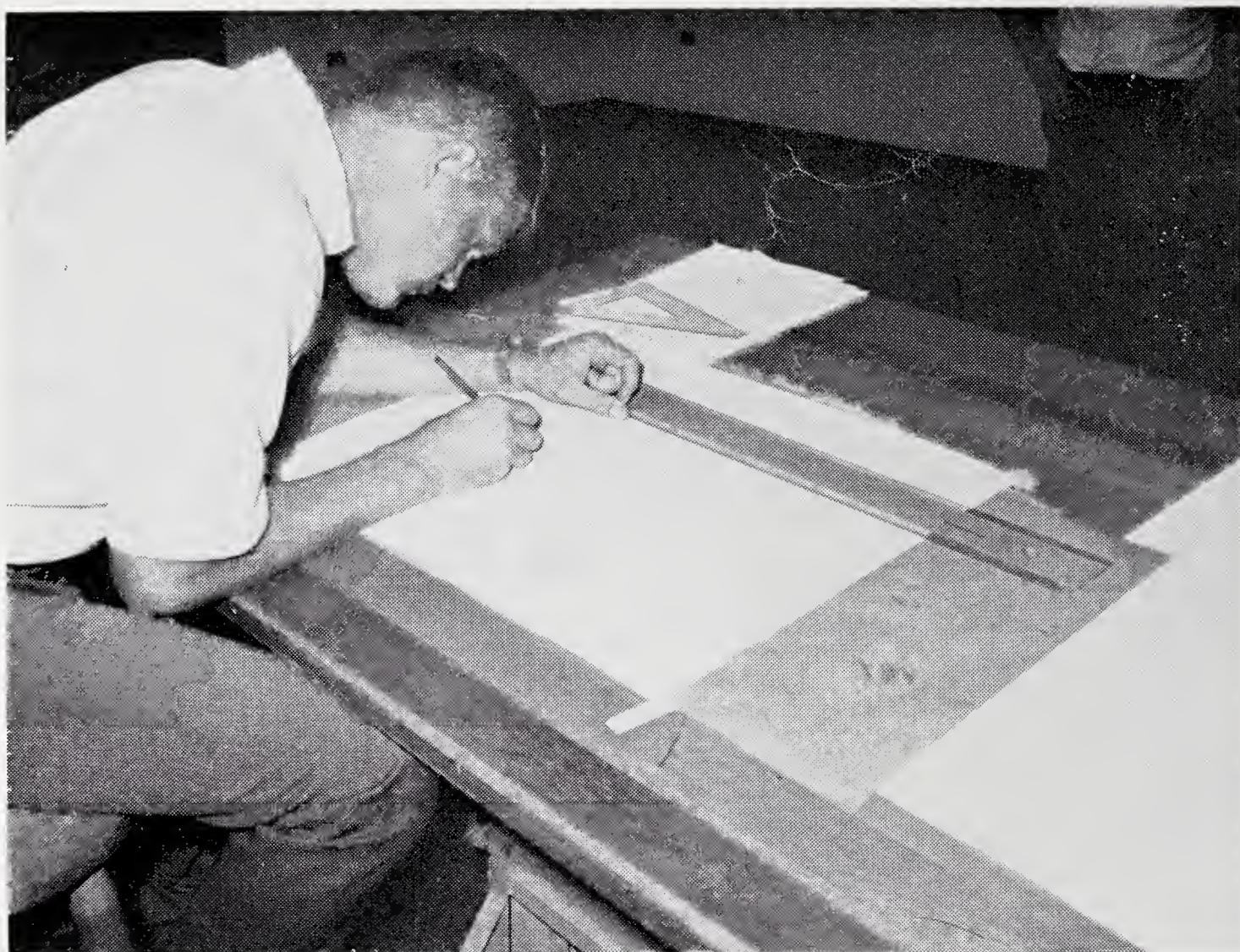
Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist advanced practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL:

- Needs of the Seriously Ill Patient
- Needs of Patients in Immediate Post-Operative Period
- Needs of the Labor Patient
- Needs of the Seriously Ill Child
- Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003.



ARCHITECTURAL DRAFTING

This curriculum is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel—administrative, architects, engineers, skilled workmen—and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions: makes final sketch of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in the manipulation of triangle, T-square, and other drafting tools. Lays tracing paper on drawing and traces drawing in pencil or ink. Makes charts for representation of statistical data. Makes finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Building trades draftsman performs the general duties of a draftsman and also specializes in organizing and drawing of working drawings from final preliminary sketches from the designer, mechanical equipment and structural drawings included.

ARCHITECTURAL DRAFTING
Suggested Curriculum By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
DFT	1121	Drafting	3	12	7
MAT	1103	Geometry	3	0	3
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			11	14	16

SECOND QUARTER

DFT	1122	Drafting	3	6	5
DFT	1125	Descriptive Geometry	2	3	3
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			16	11	20

THIRD QUARTER

DFT	1141	Building Trades Drafting	3	12	7
MAT	1104	Trigonometry	3	0	3
DFT	1144	Building Materials and Methods	3	0	3
DFT	1143	Building Mechanical Equipment	3	0	3
PSY	1101	Human Relations	3	0	3
			15	12	19

FOURTH QUARTER

DFT	1142	Building Trades Drafting	3	12	7
DFT	1145	Specifications and Contracts	3	0	3
CIV	1101	Surveying	2	3	3
BUS	1103	Small Business Operations	3	0	3
			11	15	16

ARCHITECTURAL DRAFTING
Course Descriptions By Quarters

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
DFT 1121 Drafting			3	12	7
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, free-hand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time. Prerequisite: None.					
MAT 1103 Geometry			3	0	3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None.					

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.			
SECOND QUARTER			
DFT 1122 Drafting	3	6	5
The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.			
Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.			
DFT 1125 Descriptive Geometry	2	3	3
Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121.			
MAT 1102 Algebra	5	0	5
Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.			
THIRD QUARTER			
DFT 1141 Building Trades Drafting	3	12	7
An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches. Prerequisite: DFT 1122.			
MAT 1104 Trigonometry	3	0	3
Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems. Prerequisites: MAT 1102, MAT 1103.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
DFT 1144 Building Materials and Methods	3	0	3
Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques. Prerequisite: None.			
DFT 1143 Building Mechanical Equipment	3	0	3
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Prerequisite: DFT 1122.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			
FOURTH QUARTER			
DFT 1142 Building Trades Drafting	3	12	7
Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office. Prerequisites: DFT 1141, DFT 1143, DFT 1144.			
DFT 1145 Specifications and Contracts	3	0	3
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisites: DFT 1141, DFT 1143, DFT 1144.			
CIV 1101 Surveying	2	3	3
Basic instrumentation and topography will be studied together with field trips and drafting room application of site surveying. Prerequisite: MAT 1104.			
BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.			

AUTO BODY REPAIR

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit,



and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

AUTO BODY REPAIR **Suggested Curriculum By Quarters**

FIRST QUARTER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			<hr/> 13	<hr/> 17	<hr/> 19

SECOND QUARTER

AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics ..	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			<hr/> 9	<hr/> 20	<hr/> 16

THIRD QUARTER

AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			<hr/> 8	<hr/> 21	<hr/> 15

FOURTH QUARTER

AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			<hr/> 6	<hr/> 21	<hr/> 13

AUTO BODY REPAIR
Course Descriptions By Quarters

FIRST QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
AUT 1111 Auto Body Repair	3	12	7
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.			
MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.			
PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
WLD 1101 Basic Gas Welding	0	3	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.			

SECOND QUARTER

AUT 1112 Auto Body Repair	3	12	7
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.			
WLD 1105 Auto Body Welding	0	3	1
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.			
DFT 1101 Schematics and Diagrams: Power Mechanics	0	3	1
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			

THIRD QUARTER

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
AUT 1113 Metal Finishing and Painting	3	12	7
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			
AUT 1115 Trim, Glass and Radiator Repair	2	9	5
Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation. Prerequisites: AUT 1112, WLD 1105.			

FOURTH QUARTER

AUT 1114 Body Shop Applications	3	21	10
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, DFT 1101.			
BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.			

*Adult
Education*

Types Of Programs

GENERAL INFORMATION

REGISTRATION

Students may register at the Administrative Office at Onslow Technical Institute, 222 Georgetown Road, Jacksonville, North Carolina 28540.

ELIGIBILITY

Persons 16 years old or over will be eligible to take these courses if out of high school. Prerequisite courses will be indicated in the course descriptions.

COSTS

A nominal tuition fee is charged to defray the expense of registration and enrollment.

Students will be expected to purchase the necessary textbooks and manuals.

All fees for books, tuition, and supplies are due and payable at the beginning of the course.

TIME OF CLASS MEETINGS

Classes may meet between the hours of 8:30 a.m. and 10:00 p.m. on weekday evenings, once or twice weekly. Class periods will customarily be two or three hours in length. A schedule showing meeting nights and hours will be available as soon as possible before registration.

WHEN COURSES WILL BEGIN

Following registration, classes will begin as soon as an instructor is secured. Every effort will be made to avoid conflicts and to arrange courses for the convenience of students. Students who complete registration will be notified when classes begin.

TYPES OF PROGRAMS

Students may choose one of three types of programs in scheduling courses.

1. Full-time Preparatory: This is a program organized for adults and out-of-school youth who desire to pursue a technical or trade preparatory course on a full-time basis. Classes, laboratories, and shop periods are scheduled for a minimum of six hours a day.
2. Half-time Preparatory: Adults and out-of-school youth may enroll for a trade preparatory or technical course on a part-time basis with classes scheduled day or night. This program requires a minimum of three hours daily or five days a week in classroom, shop, and laboratory.
3. Adult Evening Extension, Upgrading, and Updating: This program is organized for apprentices, trainees, tradesmen, mechanics, industrial workers, agricultural workers, farmers, sales and marketing personnel, pesticide handlers, and manufacturers and distributors of agricultural products. Classes are offered at night in such courses as Blueprint Reading, Practical Mathematics, Drafting, Welding, Electricity, Automatic Transmissions, National Electric Code, National Plumbing Code, Pesticides, Fertilizers, Gas Engines, Farm Management, Farm Records and Accounts, Swine Production, Farm Credit, Salesman Techniques, Business Law, Feed Mill Operation, and Grain Handling. Courses usually last from 18 to 144 clock hours and meet at least two evenings weekly.

OTHER PROGRAMS

1. Supervisory Development Training: Classes in such subjects as Quality Control, Reading Improvement, Job Instruction, Job Methods, and Job Relations are provided for management, mid-management, supervisors, foreman, and foreladies in trades or industry.
2. Fire Service Training: Fire fighting techniques, pump operations, and fire control methods are taught by certified instructors in this organized instruction in fire service training, especially designed for volunteer fire departments.
3. New and Expanding Industry Classes: This program is designed to assist in training workers to staff new or expanding industry.
4. Manpower Development Training.

AGRICULTURAL TECHNOLOGY EDUCATION

Short Courses Which Train for Initial Employment

The following courses are available depending on interest and demand. Courses vary in length.

- Welding
- Tobacco Grading
- Pesticides
- Fertilizer and Lime
- Ornamental Horticulture
- Grain Handling
- Farm Tractor Electrical System
- Farm Tractor Hydraulic System
- Farm Tractor—Diesel Engine
- Tobacco Oil Burner Maintenance and Servicing
- Liquid Fertilizer Application
- Meat Packing Industry
- Milk Procedures
- Dairy Manufacturing
- Agricultural Credit
- Agricultural Marketing

SUPERVISORY DEVELOPMENT TRAINING PROGRAM

In an effort to meet the needs of North Carolina industry, a Supervisory Development Training Program has been developed by the Department of Community Colleges.

The Supervisory Development Training Program has been developed to train persons interested in becoming supervisors and to provide instruction for supervisors at various levels of management as preparation for advancement.

Programs Available to Supervisors

- I. Individual Course Program
- II. Block of Course Program
- III. Supervisory Development Training Diploma Program

Requirements for Certificates and Diploma

Certificates and diplomas for supervisory training are awarded on the basis of the following: (1) official enrollment, (2) class participation in discussions and projects, and (3) regular attendance. Certificates and diplomas cannot

be awarded to those whose attendance is less than eighty per cent of the clock hours assigned each course.

SDT Courses Currently Available

	Course Title	Hours
SDT— 1:	Principles of Supervision	44-48
Part I	Fundamentals of Supervision	6-8
Part II	Relationships on the Job	8-10
Part III	Communications	6-8
Part IV	How to Train Workers	6-8
Part V	Performance and Job Evaluation	6-8
Part VI	Job Management	6
Part VII	Work Improvement	6
SDT— 2:	Human Relations I	10
SDT— 3:	Human Relations II	22
SDT— 4:	Art of Motivating People	22
SDT— 5:	Economics in Business and Industry	22
SDT— 6:	Effective Communications	22
SDT— 7:	Effective Writing	22
SDT— 8:	Effective Speaking	15
SDT— 9:	Reading Improvement	15
SDT—10:	Work Measurement	22
SDT—11:	Job Methods	10
SDT—12:	Conference Leadership	10
SDT—13:	Instruction Training	10
SDT—14:	Creative Thinking	22
SDT—15:	Industrial Safety and Accident Prevention	22
SDT—16:	Industrial First Aid	10
SDT—17:	The Supervisor in North Carolina	10
SDT—18:	The Supervisory and Employee Benefits	10
SDT—19:	Job Analysis Training	12
SDT—20:	Cost Accounting for Supervisors	12
SDT—21:	Supervision in Hospitals	30-40

FIRE SERVICE TRAINING

The units of study are designed to increase the firefighter’s technical knowledge and improve his skills in fire-ground operations.

The course outlines (units) are not listed in sequential order and may be presented according to the needs of the individual fire departments. It is suggested, however, that “Firefighting Procedures” conclude any long-range program in which all of the units are studied.

The following titles are the broad classification of material to be presented. For a more detailed explanation contact the Onslow Technical Institute.

- TIE C/O 6-1 Forcible Entry
- TIE C/O 6-2 Rope Practices
- TIE C/O 6-3 Portable Fire Extinguishers
- TIE C/O 6-4 Ladder Practices
- TIE C/O 6-5 Hose Practices
- TIE C/O 6-6 Salvage and Overhaul Practices
- TIE C/O 6-7 Fire Stream Practices
- TIE C/O 6-8 Fire Apparatus Practices
- TIE C/O 6-9 Ventilation

TIE C/O 6-10 Rescue Practices
TIE C/O 6-11 Protective Breathing Equipment
TIE C/O 6-12 Firefighting Procedures

BASIC PEACE OFFICERS TRAINING

The following program is available for the training of peace officers in the area. The curriculum guide has been prepared by Mr. James C. Harper, a research assistant for the Institute of Government at Chapel Hill.

The following is a partial list of the courses available in this area.

- I. Courts—Law
- II. Elements of Offenses
- III. Law of Arrest
- IV. Evidence
- V. Search and Seizure
- VI. Motor Vehicle Law
- VII. Court Structure and Procedure
- VIII. Liquor Law
- IX. Techniques and Procedures of Arrest
- X. Law Enforcement Procedures
- XI. General Criminal Investigation
- XII. Human Relations
- XIII. Special Courses

Any interested persons should contact the Institute for more specific information.

GENERAL ADULT EDUCATION

Through the Division of Cultural Development and Community Services, adults may enroll in vocational programs such as the following:

Art
Art Appreciation
Music Appreciation
Dress Designing
Flower Arranging
Arts and Crafts

HOSPITALITY AND TOURISM EDUCATION

The Hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Food and Beverage Management and Service
Food and Beverage Purchasing
Food and Beverage Controls
Supervisory Housekeeping
Maintenance and Engineering
Accounting

Front Office Procedure
Housekeeping Training
Waiter-Waitress Training
Service Station Attendant Training

DISTRIBUTIVE OCCUPATIONAL TRAINING

A continuing need for better trained retail personnel is another area in which the Institute offers opportunity for training. Classes are available in the following subject areas:

Business Management
Marketing Research
Business Insurance
Personnel Management
Shop-lifting Prevention
Personality Development
Job Relations in Business
Credit and Collections
How Our Business System Works
Advertising
Customer Relations
Interior Display

SEMINARS AND CONFERENCES

The Institute is host to a number of local and state groups that conduct seminars and conferences. Lodging facilities and restaurants are located nearby for out-of-town participants. Arrangements can be made by contacting the Director of Student Personnel.

INFORMATION ON DELAYED HIGH SCHOOL GRADUATION AND THE HIGH SCHOOL EQUIVALENCY PROGRAM

An effort will be made to offer school subjects for adults who failed to graduate from high school. In order that credit be given toward graduation, however, it will be necessary that a plan be worked out with the State Department of Public Instruction. Those who fit this circumstance should request the needed courses in the following areas by properly registering with our office.

1. Correctness and Effectiveness of Expression (English).
2. Literature (American and English).
3. Social Studies (history, civics, economics, government, etc.).
4. Mathematics (arithmetic, algebra, geometry, general math, etc.).
5. Natural Science (general science, biology, chemistry, physics, etc.).

Perhaps a more advantageous plan for others desiring certification of having completed a high school course of study is the High School Equivalency Program. Under this plan, individuals may take a series of tests called the General Education Development Tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED tests cover five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science. They are administered at

designated testing centers, the nearest of which is Wilmington College in Wilmington and East Carolina University Extension, Cherry Point, N. C.

The following requirements must be met before taking the tests:

1. Minimum age: 19.
2. Residence: At least one year's bona fide residence in North Carolina.
3. File application on a special form, which is available in the office of the Superintendent of Schools.
4. Application must be endorsed and approved by the Superintendent of Schools.
5. Cost: A fee of \$10 for the testing.
6. Have a valid vocational, educational, or other purpose in applying.

Retests may be taken on any or all tests not sooner than six months following the original testing date, or at the end of an intensive training course. Only one retest will be allowed within a twelve-month period.

Suggestions for preparing for the examination are the following:

Enroll in one of the adult classes which are available in the Adult Education Program or in the Fundamentals Learning Laboratory.

Correspondence courses may also be taken to assist one in the successful completion of the GED:

UNIVERSITY EXTENSION DIVISION

University of North Carolina
Chapel Hill, North Carolina

EXTENSION DIVISION

North Carolina State University
Raleigh, North Carolina

or from several colleges offering a full high school curriculum through correspondence. Write for **A Guide to Correspondence Study in Colleges** (25 cents):

NATIONAL UNIVERSITY EXTENSION ASSOCIATION

Business Office, Building TSMC, Room 112
University of Minnesota
Minneapolis, Minnesota

Self-directed study and tutoring may be possible if the services of a teacher in the community for tutoring or guidance is available. Teachers who are retired or who may be doing substitute work in the schools would be excellent prospects for this work. The local school principal can probably advise about the availability of such teachers.

Self-directed study without the help of a teacher can be done by mature persons if they have the ability and are willing to spend sufficient time and effort. A person who reads widely and has become familiar with current knowledge about many topics has broadened his education background. This kind of information may be found in newspapers, magazines, books, and some radio and television programs. Working with textbooks is one of the most fundamental approaches to furthering one's education.

THE HIGH SCHOOL DIPLOMA PROGRAM

This program offers an Adult High School Diploma which is issued by the local school board upon recommendation from the Institute that the

student has completed the prescribed course of study. A student may transfer credit for course credit earned in a public high school if he can show a transcript so stating. The courses required for completion are:

- English (four levels)
- General Mathematics
- General Science
- American History
- Government or Civics
- Biology

The students may purchase their own texts at the small charge our bookstore must make for them.

FUNDAMENTALS LEARNING LABORATORY

Another method whereby a person may further his education for self-improvement or for the preparation prerequisite to the successful completion of the General Education Development Test is to enroll in the Fundamentals Learning Laboratory. This laboratory will enable any person, at any educational level, to further his knowledge in any of the forty-five varied subjects. This laboratory has been called a new approach to education because the basic tools for this new curriculum are programmed texts and programmed machines.

There are no teachers in programmed instruction; the entire process is one of self-instruction. Because there are no regular classes, the prospective student can come into the Learning Laboratory at any time commensurate with his daily work schedule. The laboratory approach to learning may be pursued by anyone over eighteen years of age who is motivated to improve himself academically, regardless of his educational background or his long-range goals. With a curriculum containing programs based on these innovations, many long awaited goals are now possible for the undereducated.

Subjects available in programmed instruction include the following general areas: English, social studies, mathematics, foreign language, reading skills, business education, and science.

APPRENTICESHIP TRAINING

Many men learn a trade by working on the job acquiring skills by using the tools of the trade. The Institute offers opportunities for these men to acquire related instruction in the classroom at night. Several of the trade programs in which related instruction is available are:

- Electrical Apprentice
- Carpentry Apprentice
- Masonry Apprentice
- Sheet-metal Apprentice
- Plumbing Apprentice
- Refrigeration Service Apprentice
- Radio and TV Apprentice
- Blueprint Reading
- Drafting
- Mathematics

MANPOWER DEVELOPMENT TRAINING ACT

The Manpower Development Training Act (MDTA) was passed by Congress in 1962 to help alleviate the rising problem of unemployment.

Though unemployment was increasing there were many jobs that were not filled, due to a shortage of qualified workers. MDTA programs consist of prevocational training for the unemployed and underemployed. These people are referred to the Institute by the local Employment Security Commission.

Labor surveys are made by the local Employment Security Commission to determine manpower shortages in certain areas of employment and persons who are interested in and can qualify for training in these jobs are referred to the Institute by the Employment Security Commission. Programs are instituted as the need arises and when funds are allocated.

Programs are usually eighteen to thirty-six weeks in length and meet five days a week, eight hours a day. In many courses Adult Basic Education classes are taught a portion at the time for people who need a review of elementary and high school work.

